

**MINUTES OF MEETING  
GRAND HAVEN  
COMMUNITY DEVELOPMENT DISTRICT**

The Grand Haven Community Development District's Board of Supervisors held a Community Workshop on Thursday, October 4, 2018, at 10:00 a.m., at the Grand Haven Village Center, Grand Haven Room, 2001 Waterside Parkway, Palm Coast, Florida 32137.

**Present at the meeting were:**

Dr. Stephen Davidson	Chair
Peter Chiodo	Vice Chair
Marie Gaeta (via telephone)	Assistant Secretary
Tom Lawrence	Assistant Secretary
Ray Smith	Assistant Secretary

**Also present were:**

Howard McGaffney	District Manager
Barry Kloptosky	Operations Manager
Stacie Acrin	Grand Haven CDD Office
Robert Ross	Vesta/AMG
Rob Carlton	Resident and GHMA President
Vic Natiello	Resident
Denise Gallo	Resident
Kevin Foley	Resident
M. Leigh Jackson	Resident
Marti Garziglia	Resident
Don Plunkett	Resident

**FIRST ORDER OF BUSINESS**

**CALL TO ORDER/ROLL CALL**

Mr. McGaffney noted that, due to unforeseen circumstances, today's workshop was being held at the Creekside Amenity Center, at 2 N. Village Parkway, and the location change was noticed through e-blast and it was posted at The Village Center.

Mr. McGaffney called the workshop to order at 10:04 a.m. Supervisors Davidson, Chiodo, Lawrence and Smith were present, in person. Supervisor Gaeta was attending via telephone.

**SECOND ORDER OF BUSINESS**

**PLEDGE OF ALLEGIANCE**

All present recited the Pledge of Allegiance.

**THIRD ORDER OF BUSINESS**

**MODIFICATIONS TO AGENDA**

The Board agreed to the following modifications to the agenda:

- **Gate Access Via Cell Phone**
- **Turtle Sculpture Update**
- **Dialogue with the City**
- **Spartina Maintenance on Pond Banks**
- **Crowder Gulf Disaster Debris Removal Renewal**

**On MOTION by Supervisor Chido and seconded by Supervisor Lawrence, with all in favor, the modifications to the agenda, were approved.**

**FOURTH ORDER OF BUSINESS**

**UPDATES: Operations Manager**

Mr. Kloptosky reported the following:

➤ **Wild Oaks Exit Gate Damage:** Research underway to identify the contractor responsible for trying to enter through the exit gate and causing damage to the gate. Photos were distributed. As a result, a guard is posted at the gate from 7 a.m., to 7 p.m. If the perpetrator is identified, they will be requested to pay for the repair and guard costs.

Discussion ensued regarding installing spikes, redesign of the gate and exit and entry road, installing signage, recourse that the District might have, etc. District Counsel to be consulted regarding whether spikes can be installed. Mr. Kloptosky will ask the District Engineer about a survey and design work for redesigning the gate and entrance and exit.

➤ **Village Center Stucco Project:** Architect scheduled to present the final design drawings for consideration at the October 18 meeting. Once received, it would be forwarded to the Board.

- Village Center Storage Addition: Contractor is ready to commence work but the City has not released the permit. The project cleared every department with the City except the Zoning Department. Zoning is requiring the contractor to provide color copies of the elevation drawings, which is a first but the contractor heard that other contractors were being asked for the same. Supervisor Davidson would address this in his meeting next week with the City.
- Village Center HVAC Units: Proposal executed with contractor for Village Center meeting room. Completion was originally estimated at three to five days but now it could take until the end of next week. Two five-ton A/C units are being installed, to replace the old ten-ton unit. This was placed ahead of replacing the unit servicing both bathrooms. It is not necessary to replace the ducts for the meeting room but it is still necessary to replace them for the bathrooms. The bathroom ducts would be replaced with flex wrap insulated ducts.
- HVAC Units at Creekside: Creekside has three units. The two old units must be replaced, along with replacing all duct work, at an estimated cost of \$34,925.
- Ducts – Mr. Ross’ Office and Fitness Center: Ducts must be replaced. Proposals would be obtained.
- HVAC and Duct Replacement Budget: \$63,000 was already included in the Fiscal Year Capital Improvement Plan (CIP) projects. The current total, not including the duct work for Mr. Ross’ office and Fitness Center, is \$62,225.

Discussion ensued regarding warranties, surge protection, etc.

- **Crowder Gulf Disaster Debris Removal Renewal**

**This item was an addition to the agenda.**

Supervisor Davidson stated that he asked Mr. Clark if the District met all of the Federal Emergency Management Agency (FEMA) requirements for competitive bidding for the debris collection contractors because the District is using several contractors. If that is sufficient for FEMA’s requirements, then Supervisor Davidson felt it was not necessary to renew the Crowder Gulf contract. This would be included for discussion and consideration at the next meeting.

- Coquina Path Restoration: Staff restored a portion of the coquina path; it turned out well. Eventually, the rest will be completed. Residents should be informed of the work, as

some may have installed underground irrigation lines or electrical lines. Given the success of the in-house work, a rototiller and tamper will likely be purchased.

**FIFTH ORDER OF BUSINESS**

**UPDATES: District Manager**

• **UPCOMING MEETING/WORKSHOP DATES**

○ **BOARD OF SUPERVISORS MEETING**

- **October 18, 2018 at 10:00 AM**

The next meeting will be held on October 18, 2018 at 10:00 a.m.

○ **COMMUNITY WORKSHOP**

- **November 1, 2018 at 10:00 AM**

The next workshop will be held on November 1, 2018 at 10:00 a.m.

The following change was made to the Workshop Meeting Schedule:

Notation at Bottom: Change “\*one week earlier due to July 4 holiday” to “\*one week later due to July 4 holiday”

**SIXTH ORDER OF BUSINESS**

**DISCUSSION ITEMS**

Supervisor Davidson discussed the District’s amenities, activities, use, growth of the community, residents paying other residents for classes, outside instructors, etc. The District now has so many activities/programs that available times and space is a limited resource and the equitable distribution of resources should be considered. One particular program has six classes and over 100 students; therefore, it occupies a considerable portion of the District’s limited space and time. That program is partially run by a nonresident, who is paid by the participants. As, based on the number of classes and participants, the instructor has the capacity to collect \$24,000 per year, which raises the question of when does that program become a “commercial” venture, as other commercial instructional classes give the District a portion of their fees.

Mr. McGaffney discussed how other highly amenitized communities handle programs, classes, activities, etc. Supervisor Davidson noted that, while Julington Creek Plantation CDD property owners pay assessments, residents pay for classes and activities that are mostly run by

Amenity Management, using external instructors. Mr. McGaffney stated that those User Rates and Fees for the classes go through the public hearing process and are formally adopted. Supervisor Davidson asked if Mr. Ross ensures that outside instructors have the proper insurance, are qualified, etc. Mr. Ross replied affirmatively.

Issues to consider are:

- Whether limits should be set on the amount of time allotted for use, based on class size.
- Classes that charge a fee.

**A. CDD Maintenance During Amenity Activities**

Supervisor Davidson noted the potential for necessary maintenance activities disrupting amenity activities, despite care being taken to avoid disruptions. This raises the issue of some residents believing that resident activities take priority over the maintenance needs of the District, which they do not. An Amenity Rule should be drafted stating that general maintenance on the buildings and grounds of the District is a priority over activities and, if there is a conflict, maintenance takes precedence.

Supervisor Chiodo agreed with Supervisor Davidson but felt that, when maintenance will conflict with an activity, the instructor and participants should be notified in advance, when possible. Supervisor Smith also agreed that maintenance should take priority and residents should understand. Mr. Kloptosky noted that it is not practical to limit when contractors can perform work. Supervisors Lawrence and Gaeta agreed.

Mr. Vic Natiello, a resident, felt that this matter is being given too much attention; maintenance is necessary and it will happen. Mr. Kloptosky stated that some residents either do not care or just do not want to be inconvenienced by maintenance occurring during an activity.

Rules regarding the following were suggested:

- Maintenance takes precedence over programs, classes, etc.
- Governing bodies take precedence over programs, classes, etc., for use of facility space.
- Rules governing nonresident instructors
- Specifying the criteria for allocating the limited amenity resources and then determining how to administer the criteria.

Discussion ensued regarding potential criteria, including size, frequency, an amenity versus a program, activity/program types, activity/program fees, noise levels, amount of space needed, exclusivity of facility use for the activity, etc.

Mr. M. Leigh Jackson, a resident, suggested that the District must determine the hours of operation and schedule from that.

Discussion continued regarding language in the Amenity Rules regarding commercial use of amenity facilities, determining the available use hours for the amenity facilities, etc.

This topic will be included on the next workshop agenda.

**B. Amenities/Programs/Revenues: User Rates and Fees**

This item was discussed above and will be included on the next workshop agenda.

**C. Creekside Amenity Space – Office Use**

- **Creekside Office Space Soundproofing**

Supervisor Lawrence discussed soundproofing options. Mr. Kloptosky voiced his opinion that further soundproofing of the Creekside office would be a waste of money. The issue is not with office personnel being disrupted by noise in the facility, the issue is activity instructors and participants taking issue with normal noise from the office activities. He felt that this is an entitlement issue with the instructor and participants and should be part of the previous discussion topics. Supervisor Lawrence estimated a cost of \$10,000 to soundproof parts of the office and concluded that it is not necessary, based on Mr. Kloptosky’s input. Supervisor Smith suggested tabling this until the topic of amenity facility use and the criteria for activities is further researched. Supervisor Chiodo recalled discussion about installing partitions, which could be further discussed later.

**SEVENTH ORDER OF BUSINESS**

**ARTICLE TOPIC FOR THE OAK TREE**

Supervisor Smith suggested an article about dogs, leashes and being responsible dog owners. Discussion ensued regarding dog issues and a dog attack in the community, the District’s limited enforcement ability, etc.

Mr. Jackson suggested an article about keeping curbs free of debris, as debris enters the sewer system.

- **Gate Access Via Cell Phone**

**This item was an addition to the agenda.**

Supervisor Lawrence referred to a resident inquiry about gate access via cell phone, as the resident does not have a landline phone. The consequences of access via cell phone could include:

- Increased cost to the District, as cell phones might be long distance calls.
- A resident could open the gate from anywhere, meaning they do not need to be home to allow access to someone.
- Cell phone technology is faster than the gate equipment can handle, creating an issue.

Supervisor Smith pointed out that, regardless of potential glitches, many people do not or will not have landlines; therefore, the CDD should consider how to modernize to accommodate those without landlines. Mr. Kloptosky would research options.

- **Turtle Sculpture Update**

**This item was an addition to the agenda.**

Supervisor Davidson stated that the turtle sculpture was in progress; installation, in a public ceremony, with media in attendance, should occur around January 15, 2019. He discovered that the City, School Board and another entity were not required to obtain a permit for the concrete slab for their turtle sculptures, which he will point out, should the City try to make the District obtain a permit.

- **Dialogue with the City**

**This item was an addition to the agenda.**

Supervisor Davidson recalled his prior meeting with the Mayor Holland and Interim City Manager Beau Falgout and stated that he sent a follow up ten days after the meeting requesting the status of the items discussed and requesting another meeting. Mr. Falgout responded that the City would be happy to schedule a meeting, next Tuesday, for Supervisor Davidson and Mr. Kloptosky to meet with internal staff. Supervisor Davidson responded back and requested that Mr. Falgout and Mayor Holland attend the meeting, as well, as the District's issues would likely not be resolved meeting only with internal staff. Mr. Falgout responded back that he and Mayor Holland would meet with them following the meeting with the City's

internal staff. A meeting is scheduled with Mr. Steve Flanagan, Community Development Director and other City personnel, along with himself and Mr. Kloptosky and, hopefully, Ms. Leister and someone from Management or District Counsel.

Mr. Don Plunkett, a resident, stated that the school bus safety matter remains pending. Supervisor Davidson recalled that someone was to meet with the new Transportation Director.

▪ **Spartina Maintenance on Pond Banks**

**This item was an addition to the agenda.**

Supervisor Davidson recalled the spartina issue, potential resolutions to the matter, expense and the Board’s eventual decision to not go against the best environmental practices. A resident sent an email, as the Residents of River Club were apparently not informed of the decision. He suggested a clarification to the Spartina Policy is necessary, if the District will not cut any spartina on common property. Mr. McGaffney stated that any changes must be reviewed by Mr. Clark, as the language was already advertised for the Public Hearing. Supervisor Davidson voiced his opinion that a letter should be sent to every homeowner in River Club regarding the decision and decision-making process.

Ms. Denise Gallo, a resident, stated that, for the townhouses, the lake banks are not part of the owners’ property. Discussion ensued regarding areas maintained by property owners or the private landscape maintenance (PLM) contractors, revising language in the policy for clarification and sending a letter to residents reaffirming the Board’s decision to not trim spartina on that side of the pond.

**EIGHTH ORDER OF BUSINESS**

**OPEN ITEMS**

This item was not discussed.

**NINTH ORDER OF BUSINESS**

**SUPERVISORS’ REQUESTS**

Supervisor Smith stated that he reviewed a sample Capital Reserve Study, based on the presentation by Mr. Kevin Foley, a resident, at the last meeting, and suggested that, if the cost is near what was stated, he suggested inviting others to give presentations at a meeting. Mr.

Foley stated that the person he recommended would not be available until January. He spoke to another company and they were scheduled to present at the October 18 meeting.

Mr. Kloptosky stated that he communicated with Mr. Clark regarding the Crowder Gulf contract renewal and Mr. Clark did not think it was necessary to renew the agreement; however, he was not sure if the Jason Shaw contract, though approved, was executed, which is causing some difficulties related to the Hurricane Irma FEMA claim.

Mr. McGaffney stated that the final insurance documentation was executed for Hurricane Matthew reimbursement from the District's insurance carrier.

Supervisor Davidson stated that the CDD's grant package was submitted to another grant program.

**TENTH ORDER OF BUSINESS**

**ADJOURNMENT**

There being nothing further to discuss, the meeting adjourned.

**On MOTION by Supervisor Davidson and seconded by Supervisor Chiodo, with all in favor, the workshop adjourned at 1:02 p.m.**

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]



Secretary/Assistant Secretary



Chair/Vice Chair